



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – CA 1909211 1112 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	John Ridgel Academy of Beauty, Inc.	Institution Telephone:	626-285-7112
Institution Code:	1909211	Administrator Name:	Ms. Alice Hsu
Street Address:	9526 Las Tunas Drive, Temple City, CA 91780	Date of Inspection:	November 27, 2012

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	Catalog does not contain admissions requirements regarding H.S. diploma, ATB or GED.
Code of Regulations	Subsection and Description
§71920 - Student Records.	(b)(1)(A): All student files reviewed (from current students) did NOT contain HS diploma, transcript, ATB, GED or proof of high school graduation. (This is also violation of EDC 71770(a)(1) and 94904, since school has not been referring or informing students who lacked a HS diploma that they can take ATB test.)
§71770 - Admissions Standards and Transferred Credits Policy.	(a): Catalog does not contain admissions requirements regarding H.S. diploma, ATB or GED.
§71920 - Student Records.	(a): Institution did not maintain a file for each student. School provided inspector to review only two binders, labeled: 'Proof of Training 2011', 'Proof of Training 2012', 'Enrollment Agreement 2011' and 'Enrollment Agreement 2012'. The Proof of Training binders consisted of student's training completed, hours completed, and date of completion for all graduates who have finished their program (in cosmetology, esthetician and manicuring), with signature of school representative. Ms. Karen Lai, office manager, stated she does not have physical file for her graduate students. She further stated school does not keep digital or hard copy of all diplomas issued. Thus far, school has only kept copy of 'Proof of Training' document in binder as record of graduation.
§76140 - Record-Keeping Requirements.	(a)(5): Student data information was not in the correct format, and was missing column for 'Address of Time of Enrollment'.

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Inspector's Initial: *N.V.*

Administrator's Initial: *A.H.*

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY 12/27/12.

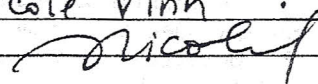
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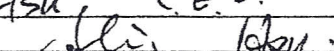
Inspector's Initial: *M.V.*

Administrator's Initial: *A.H.*

Only minor violations are listed on the Notice to Comply.

☒ If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Nicole Vinh
Inspector's Signature	

Institution Administrator Name/Title:	Alice Hsu, C.E.O.
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: N.V.

Administrator's Initial: